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National Air Toxics Information Clearinghouse
NATICH Data Base Users Guide for
Data Entry and Editing, February 1988

Radian Corp., Austin, TX

Prepared for

Environmental Protection Agency
Research Triangle Park, NC

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NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA Office of Air Quality Planning and Standards
Research Triangle Park, North Carolina 27711

STAPPA / ALAPCO State and Territorial Air Pollution Program Administrators
Association of Local Air Pollution Control Officials

NATICH Data Base Users Guide for Data Entry and Editing

February 1988

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This report will serve as a guide for State and local agency personnel entering data into the National Air Toxics Information Clearinghouse (NATICH) data base. The NATICH data base is a computerized data base which contains indexed information on toxic and potentially toxic air pollutants. This data base has been established by EPA to support State and local programs in the control of non-criteria air pollutants.

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NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

NATICH DATA BASE USERS GUIDE FOR DATA ENTRY AND EDITING

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SECTION 1

THE NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

THE CLEARINGHOUSE

The U.S. Environmental Protection Agency (EPA) and the State and Territorial Air Pollution Program Administrators/Association of Local Air Pollution Control Officials (STAPPA/ALAPCO) jointly established the National Air Toxics Information Clearinghouse to support Federal, State and local agency efforts to control toxic air pollutants. The Clearinghouse makes it easier for Federal, State, and local agencies to exchange information about air toxics.

THE NATICH DATA BASE

A computerized data base (NATICH) forms the core of the Clearinghouse. It contains information collected from State and local agencies on their air toxics activities as well as research and risk assessment information from EPA and other organizations. Information collected from State and local agencies includes the following:

- State and local air toxics contacts;
- Regulatory program descriptions;
- Acceptable ambient concentration guidelines or standards;
- Pollutant research and methods development activities;
- Non-health related impacts;
- Permitting data;
- Ambient air monitoring information;
- Source test data;
- Emissions inventory information;
- Agency publications and documents; and
- Ongoing research project descriptions.

The NATICH data base also contains research information collected from EPA and other organizations in two categories: descriptions of ongoing research and regulatory development projects, and bibliographic citations/abstracts for published documents. Information provided by EPA includes selected EPA risk analysis information as well.

The NATICH data base resides on the National Computer Center's IBM mainframe computer and is designed for easy use. With a microcomputer or minicomputer, a modem, emulator package, and an account, you can have interactive viewing access to all data base information and, with authorization, you can also have interactive data entry/update access to data for your agency. Interactive access means that you can ask questions of the data base and receive answers via your computer terminal.

The NATICH interactive viewing system is screen-oriented and menu-driven. Its design allows you to select and view data without specific knowledge of the NATICH data base physical design or the programming language. It works by displaying menus on the screen which list the data selection choices available to you. User prompts guide you each time you are presented with a menu selection or blank to fill in. You will have access to all of the information in the NATICH data base through a series of 22 report programs. For a copy of the NATICH Users Guide for Data Viewing, contact the Clearinghouse staff at (919) 541-0850 or FTS 629-0850.

ENTERING DATA

You can enter data into the data base in three ways: (1) by completing and returning the NATICH data collection forms; (2) by transferring information from your own computer files to the NATICH data base via magnetic tape or diskette; and (3) by directly accessing the NATICH data entry and editing programs to enter or edit data for your agency.

The Clearinghouse distributes NATICH data collection forms to your agency and other State and local agencies each year. The Clearinghouse welcomes data submittals at any time. You can submit one or more forms as frequently as

necessary to maintain the currency of the information in the data base on your agency's air toxics activities. The eight data collection forms are provided in Appendix A.

If you have information contained in computer files that could be transferred by computer rather than by completing the data collection forms, a magnetic tape or diskette containing the information is also welcome at any time. The Clearinghouse staff can use your tape or diskette to batch load the data into the NATICH data base. To initiate a computer transfer, please contact Ed Brown, Radian Corporation, (512) 454-4797.

If you have a microcomputer or minicomputer, modem, and a VT 100 ANSI full-screen emulator package, you can directly access NATICH data entry and editing programs to enter or update data for your agency. To protect system security, you are allowed access only to data files for your agency. You can enter new data or revise existing data for your agency alone. The Clearinghouse welcomes and encourages you to enter or edit data for your own agency at any time.

This users guide was prepared to help you access and use the NATICH data entry and editing programs in order to enter and update data for your agency. Section 2 of this guide describes how to gain authority to access the NATICH data entry and editing programs. Section 3 provides an overview of how the data entry and editing system works. Section 4 guides you through each data entry and editing program. Additional guidance on logging on and off, use of the keyboard, solving miscellaneous problems, and information to help you enter data in the data base can be found in the appendices.

SECTION 2

ACCESS TO DATA ENTRY

HARDWARE AND SOFTWARE REQUIREMENTS

To enter and edit data for your agency in the NATICH data base you will need a computer, modem, and a VT 100 ANSI full-screen emulator package such as Crosstalk® or Smarterm®.[1] The emulator package allows your computer to communicate with the EPA computer in order to see data as it appears in the data base. To communicate with the NATICH data base, set up the following communications parameters:

- 1200 baud rate[2];
- Even parity;
- Full duplex;
- Seven data bits;
- One stop bit; and
- VT 100 emulation.

AUTHORIZATION TO ENTER DATA

Follow these steps to obtain authority to enter data.

1. Call or write your EPA Regional Office air toxics contact (see Table 1) and request authorization to log onto NATICH. You will receive by mail a User ID, an account name, and an initial password from the EPA National Computer Center (NCC).

2. Call EPA Telecommunications at (800) 334-0744 for your local TYMNET telephone number (TYMNET is the telephone network that connects you with the EPA Computer).

3. Contact the EPA Clearinghouse staff to obtain additional information and assistance necessary to log onto NATICH at the address and telephone number listed below.

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[1]Use of trade names does not constitute an endorsement by EPA or STAPPA/ALAPCO. Numerous types of "dumb" terminals can also be used. Contact NCC Communications at (800) 334-0741 for details.

[2]Higher baud rates can be used, but they require a slightly different logon procedure. Contact the Clearinghouse staff at (919) 541-0850 or FTS 629-0850 for details.

TABLE 1. EPA REGIONAL OFFICE AIR TOXICS CONTACTS

Region	Contact	
I	Margaret McDonough (617) 565-3231	FTS 835-3231
	Sarah Levinson (617) 565-3232	FTS 835-3232
II	Bob Kelly (212) 264-2517	FTS 264-2517
III	Iz Milner (215) 597-9090	FTS 597-9090
IV	Sharon Porter (404) 881-2864	FTS 257-2864
V	Harriet Croke (312) 353-6009	FTS 353-6009
VI	Jill Lyons (214) 655-7208	FTS 255-7208
VII	Wayne Kaiser (913) 236-2893	FTS 757-2893
VIII	Dewitt Baulch (303) 293-1761	FTS 564-1761
IX	Kathy Diehl (415) 974-8381	FTS 454-8381
X	Dave Kircher (206) 442-4198	FTS 399-4198

4. Request authorization to enter data. When you set up an account with EPA, you have automatic interactive viewing access to all the information in the NATICH data base. To gain access to data entry programs to enter or update data for your agency, your assigned access level must be upgraded by the Clearinghouse Staff.

If you already have an account with EPA, you need only request authorization to enter data.

CONTACTS

To set up an account with EPA or to request authorization to enter data, contact:

EPA Clearinghouse Staff:

John Vandenberg, Beth Hassett, or Nancy Riley
Pollutant Assessment Branch, MD-13
U.S. Environmental Protection Agency
Research Triangle Park, NC 27711

(919) 541-0850 FTS 629-0850

For more information on the NATICH data base or if you are generally having problems using the data base, contact the EPA Clearinghouse staff at the address or telephone number listed above.

SECTION 3

THE DATA ENTRY SYSTEM

SCREEN ORIENTATION

The NATICH interactive data entry system is screen-oriented and menu-driven. Its design allows you to enter data without specific knowledge of the NATICH data base physical design or the programming language. It works by displaying forms on the screen which are very similar to the data collection forms (see Appendix A) used to manually collect data. User prompts guide you each time you are presented with a menu selection or blank to fill in. The data entry system retains the data as you enter it on the screen, and after you transmit the screen, adds it to the proper field and record in the data base -- all transparent to you.

MENU CHOICES

If you have authorization to enter/edit data, when you log onto the NATICH data base (see Appendix B for logon procedures) you will immediately see the HOME MENU which gives you a choice of selecting:

1. Clearinghouse Reports, or
2. User Data Entry.

If you select #1, the REPORTS MENU appears. For guidance on using the report programs, consult the NATICH Data Base Users Guide for Data Viewing. If you select #2, the FORMS MENU appears. The FORMS MENU will list the name, address, and telephone number of your agency and reminds you that all data entered will be for this agency. It gives you a choice of selecting a specific form:

1. Agency General;
2. Regulatory Program;
3. Permitting;
4. Ambient Monitoring;
5. Source Testing;

6. Agency Documents;
7. Emissions Inventory; and
8. Ongoing Research.

You can enter a number from this list to go to a specific form, or you can enter:

HO to return to the HOME MENU, or
QU to quit.

When you arrive at a specific form (1-8), you will see either a data entry screen or a menu for that specific form, depending on the size of the form. For example, Form 1 for agency general information is short. When you select Form 1, you go directly to a data entry screen in which you can revise your agency name, address, and telephone number, and enter or update air toxics contact names and telephone numbers. However, when you select Form 2, you go first to the FORM 2 MENU which directs you to different parts of the form:

Part II Air Toxics Program Information,
Part III Acceptable Ambient Concentration Guidelines or Standards,
Part IV Pollutant Research,
Part V Methods Development Activities, and
Part VI Non-Health Related Impacts.

The NATICH data entry menus are arranged hierarchically, which means that you can step forward to a subordinate menu or step backward to the preceding (parent) menu. Figure 1 illustrates this relationship. You can leave the data entry programs from either the HOME MENU or the FORMS MENU.

QUALITY CONTROL

The usefulness of the NATICH data base to you and other users is dependent, of course, on the quality of data you and others enter into the data base. The NATICH data base controls the quality of the data entered into the data base in two

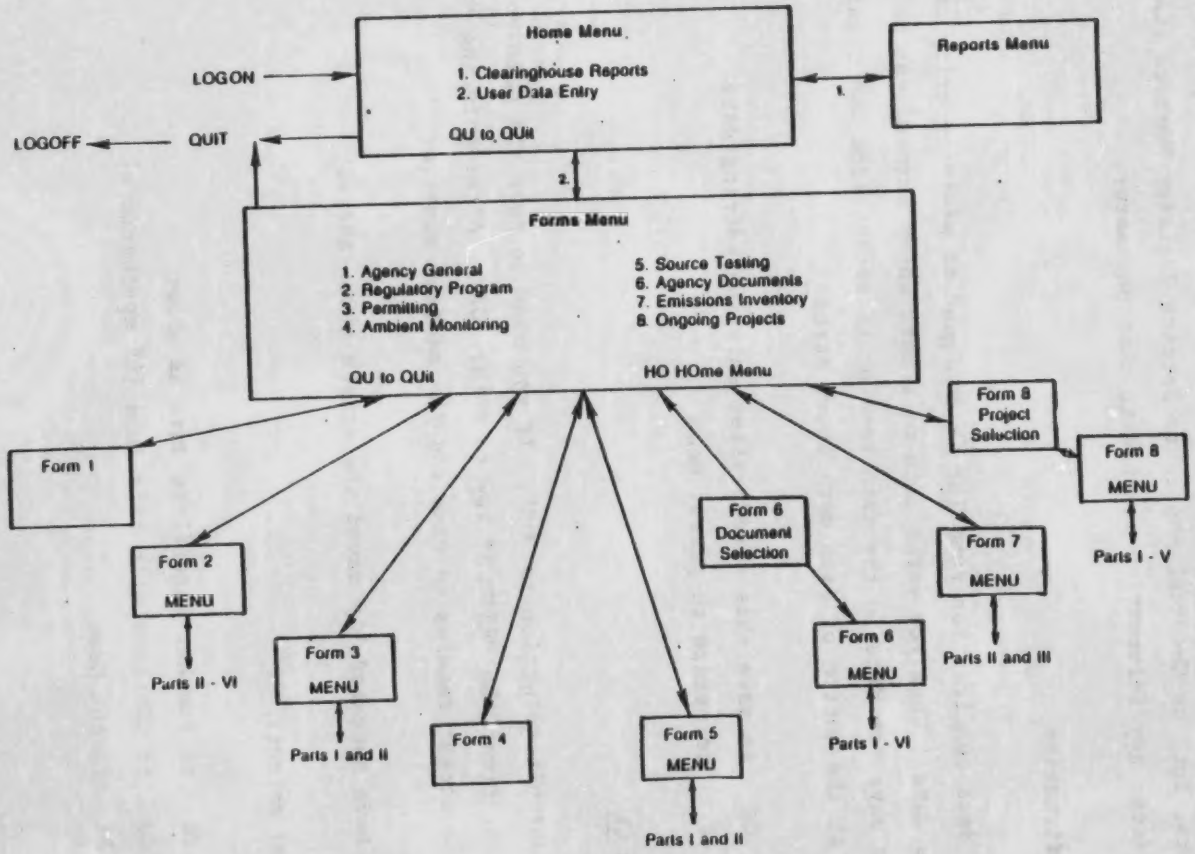

Figure 1. The NATICH Data Entry System.

important ways. (1) You must confirm that the information you have entered on a screen is what you want to enter into the data base before the transaction is final. (2) The data base automatically validates certain important data parameters, such as Chemical Abstracts Service Registry Numbers (CAS #s), before you can enter any information related to that parameter.

Data Confirmation

The data confirmation function is designed to minimize entry of spurious or erroneous data. When you enter data on a data entry screen, you have the opportunity to save the data in the data base or to escape from the transaction. You will see at the bottom of each data entry screen:

OK to save this screen after entering/editing data
E to escape to parent menu

SELECTION OK

The default selection is "OK". If you want to save the data you have entered on a screen, press the "RETURN" key to enter "OK". After entering "OK" to save a screen, the screen remains in view and the message appears:

"You have successfully saved the screen shown above."

You can now select:

FE to Further Enter/Edit data as shown
CO to COntinue with this Form [if appropriate]
PA PArent Menu

SELECTION:___

The "CO" choice is present when it is logical to enter more data on the same screen or to move to the next data entry screen in a sequence. The default selection is "CO" when it is present as a choice. If you enter "CO", you will either

continue with the same data entry screen or continue to the next screen in the sequence, depending on where you are in the process. (The prompt will usually tell you where "CO" will take you.) The default selection is "PA" to return to the Parent Menu, unless "CO" is present. If you enter "FE", the cursor will return to the first field on the data entry screen and you can further edit the data. Again, you will be asked to confirm the data you have entered.

If you made an error and do not wish to save a screen, use the TAB key to move the cursor to the selection box and enter "E" (to escape). Remember to press the space bar to erase the "K" from the default "OK". Now press the "RETURN" key. You will return to the Parent Menu and the message will appear on the bottom of the screen:

"The preceding screen was not saved because Escape was entered."

You can now choose from the menu selections displayed on the Parent Menu to reenter the data or to enter other data.

Data Validation

The NATICH data base will not allow you to enter a CAS # (Chemical Abstracts Service Registry Number), an SIC Code (Standard Industrial Classification Code), or an SCC (Source Classification Code) unless it is known to the data base. All valid SIC Codes and SCCs and more than 2,000 CAS #s are known to the data base. This data validation function is intended to prevent the entry of erroneous CAS #s, SIC Codes, and SCCs. This is extremely important because the data, in large part, are keyed to and retrieved by these parameters.

If you enter a CAS #, SIC Code, or SCC that is not known to the data base, you will see a message informing you that the [CAS #, SIC Code, SCC] is not known to the data base and to contact the Clearinghouse staff. If you receive this message after entering an SIC Code or an SCC, please check for typing or other errors because all valid SIC Codes and SCCs are known to the data base. If you receive this message after entering a CAS #, it may be a valid CAS # that is not known to

the data base. To add the CAS # to the data base, please contact the EPA Clearinghouse staff at (919) 541-0850 or FTS 629-0850.

Groups of chemicals or pollutants such as "organic compounds" that cannot be identified more precisely by a CAS # have been assigned unique Clearinghouse identifiers in the place of CAS #s. Appendix E lists the Clearinghouse identifiers for chemical groups included in the data base. The identifier consists of some combination of letters which abbreviates the chemical group name, prefixed by CL (for Clearinghouse). The Clearinghouse identifiers are therefore easily distinguished from CAS #s which are entirely numeric. For example, the Clearinghouse identifier for chlorinated hydrocarbons, for which there is no CAS #, is CL-CHC.

SECURITY

Data entry and editing access to data for your agency is available only to the Clearinghouse staff and to authorized employees of your agency. No one else can gain access to data in your agency's file. Your agency can enhance security by maintaining strict oversight of the data entry function and by limiting the number of agency personnel with authorization to enter and edit data.

Persons who enter data into the data base are responsible for the quality of the data they enter. Although transparent to the user, all data entered into the data base are stamped with the date and the User ID used to gain access to the data entry function. This allows the Clearinghouse to monitor all data entry and update activities. Your agency will be asked to review information contained in the data base once each year.

GENERAL INSTRUCTIONS FOR ENTERING AND EDITING DATA

1. Logon using the logon procedures described in Appendix B.

2. From the HOME MENU select "2" to go to the user data entry programs (FORMS MENU).

3. Select the form that corresponds to the data you wish to enter or edit.

4. When you encounter a data entry screen, enter or edit data in each field, as appropriate, by typing from the keyboard. (Consult Appendix C for guidance on keyboard usage.) If data already exist in the data base, you will retrieve a screen with that data which you can modify. If data have not been entered, you will be presented a screen with empty entry fields.

5. Use the "TAB" key to move from field to field. (Note: depending on the emulator you are using, it may be necessary to use a function key instead of the "TAB" key.)

6. Leave blank any fields that do not apply to your agency's air toxics control activities.

7. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from the old data by using the space bar (or zeros, if you are in a numeric field). The data entry program will save and transmit to the data base the data exactly as you see it on the screen.

8. Use the comment fields to provide more detailed descriptions of your agency's air toxics activities and to clarify or expand data you have entered into the data base.

9. Move from one form to another by returning to the FORMS MENU. You can return to the FORMS MENU by entering "PA" (for Parent Menu) one or more times, depending on where you are in the menu system.

10. If you have a question about the definition of any words or phrases on the forms, consult the glossaries for the data collection forms in Appendix A.

11. If you want to review the data you have entered as it appears in the data base, or view other data, return to the HOME MENU and select "1" to go to the Clearinghouse report programs. Use the REPORTS SELECTION MENU to retrieve the data you want to view.

12. When you are ready to end the session, enter "QU" from either the FORMS MENU or the HOME MENU.

13. Logoff using the logoff procedures described in Appendix B.

14. If you encounter a problem, consult Appendix D for potential solutions.

Section 4 provides specific guidance on entering and editing data on the eight data entry forms. For each form, it describes the content, gives step-by-step instructions, and discusses certain restrictions.

SECTION 4
DATA ENTRY FORMS

FORM 1 AGENCY GENERAL INFORMATION

Content

Go to Form 1 to revise your agency's name, address, and telephone number, and to enter or update contact names, telephone numbers, and work years in ten subject areas: regulatory program, permitting, source tests, ambient monitoring, emissions inventory, health effects, indoor air, compliance/enforcement, dispersion/exposure modeling, and risk communication. When you select Form 1 from the FORMS MENU, you go directly to the first of two data entry screens for these data. There is no menu for Form 1. All data appear on one screen. A copy of the Form 1 data collection form is included in Appendix A.

Instructions

1. Use the "TAB" key to move from field to field.

2. Enter/edit data in each field, as appropriate.

3. If there is no contact name for a subject area, leave blank or enter "None".

4. Enter a telephone number for each contact name, even if it is the same as the agency telephone number.

5. Use the "RETURN" key to transmit the completed form.

Restrictions

1. The "Work Years" field is a numeric field which will only accept values from 0.1 to 99.9.

FORM 2 REGULATORY PROGRAM INFORMATION

Content

Use Form 2 to enter and edit descriptive information about your agency's air toxics control program. When you select Form 2 from the FORMS MENU, you will go to the FORM 2 MENU. This menu directs you to individual parts of Form 2:

Part II	Air Toxics Program Information,
Part III	Acceptable Ambient Concentration Guidelines or Standards,
Part IV	Pollutant Research,
Part V	Methods Development Activities, and
Part VI	Non-Health Related Impacts.

Part II asks a series of questions about your air toxics control program which you can answer by entering "C" (Current Program) if the statement applies to a program or program element currently in place, "F" (Future Program) if the statement applies to a program or program element planned for the near-term future (in place within three years), or "N" (No Program) if the statement applies neither to a current nor to a planned future program or program element. It also provides space for comments or clarification. Part III requests, on a pollutant-specific basis, the CAS #, acceptable ambient concentration guideline or standard, averaging time, and the basis of the guideline or standard, and related information. Part IV requests information on pollutant research, including CAS #, type of research or assessment activities, and the availability of supporting documentation. Part V asks for descriptive information on methods development or research in eight areas: (1) emissions testing, (2) ambient monitoring, (3) dispersion modeling application, evaluation, and/or development, (4) accident prevention and/or emergency response procedures, (5) ambient exposure assessment, (6) emissions modeling from non-traditional sources, (7) indoor air characterization, mitigation, and (8) other. Part VI provides space to enter descriptive information on case studies of non-health related impacts of toxic air pollutants, such as materials or vegetation damage. A copy of the Form 2 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 2 MENU, select the part that corresponds to the data you wish to enter or edit.

2. Return to the FORM 2 MENU to move from one part to another.

3. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Part II Air Toxics Program Information

4. Enter "C" (Current Program), "F" (Future Program), or "N" (No Program) for each statement with respect to the control of toxic air pollutants by your agency. Enter "C" if a statement applies to a program or program element currently in place. Enter "F" if a statement applies to a program or program element planned for the near-term future (in place within three years). Enter "N" if a statement applies neither to a current nor to a planned future program or program element. In addition, there is one fill-in-the blank question to answer.

5. The statements appear on a series of data entry screens. Space to enter comments or clarifications appears on the last screen. After saving each screen by entering "OK," review what you have typed and press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

6. Use the comments field to provide more detailed information on your air toxics control program or to clarify your response to any of the statements. If your comments refer to a specific statement, please reference the statement number.

Part III Acceptable Ambient Concentration Guidelines or Standards

7. Part III begins with a submenu from which you can enter "1" to enter or edit pollutant-specific concentration guidelines or standards or "2" to enter or edit comments. Select either "1" or "2".

8. To enter or edit acceptable ambient concentration guidelines or standards, you must first enter the CAS # of the pollutant. Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs (e.g., Report 10 Pollutant Names, Synonyms, and CAS numbers), or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group.

9. The NATICH data base validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter information on that pollutant until the CAS # is added to the data base. Enter another CAS # or return to the FORM 2 MENU.

10. After you enter a valid CAS #, you will next see a data entry screen. The screen displays your agency's name, the CAS #, and the pollutant name, which are nonmodifiable, and the data entry fields. Move from field to field using the "TAB" key.

11. The value fields for Concentration/Standard and for Uncertainty Factor are numeric fields. Only numeric characters can be entered.

12. Averaging time refers to the period of time (e.g., 8 hr, 1 yr) over which a range of values may be averaged to determine compliance with a guideline or standard. Enter an averaging time for each acceptable ambient concentration guideline or standard.

13. The fields for Basis consist of four yes/no responses labeled a, b, c, and d. These letters reference four footnotes which do not appear on the screen due to space limitations. (They appear on the hard copy data collection forms.) The letters "a," "b," "c," and "d" refer to the basis for the acceptable ambient concentration guideline or standard:

    a. Occupational exposure level (e.g., TLV)/uncertainty factor;

    b. Agency-sponsored original research;

    c. Adoption of guideline or standard set by another agency or group; and

    d. Other, please specify under comments.

14. If the guideline or standard is based on an occupational exposure level (OEL), please indicate the OEL source (ACGIH, OSHA, or NIOSH) and enter the uncertainty factor used.

15. After entering "OK" to save the data for a specific pollutant, you may continue to add data on additional pollutants without returning to the FORM 2 MENU by pressing the "RETURN" key when the "CO" prompt appears.

16. Use the Comment field to provide more details on your agency's use of acceptable ambient concentration guidelines or standards in general or to clarify the information provided for a specific pollutant. If a comment refers to a specific pollutant, please reference the CAS # or pollutant name.

Part IV Pollutant Research

17. Part IV also begins with a submenu from which you can enter "1" to enter or edit pollutant research information or "2" to enter or edit comments. Select either "1" or "2".

18. To enter or edit pollutant research information, you must first enter the CAS # of the pollutant. The procedure is identical to the procedure outlined in Part III except that you can enter two CAS #s at one time. (see Steps 8, 9, and 10).

19. The fields for type of research/assessment activity consist of eight yes/no responses labeled with acronyms for types of research. Enter "Y" for yes for all that apply and "N" for no for all that do not apply. You must enter either a "Y" or "N" for each acronym. The acronyms are not defined on the screen due to space limitations (they appear on the hard copy data collection forms). The acronyms refer to types of research:

HA	Health Assessment,	ES	Epidemiologic Study,
SA	Source Assessment,	MS	Monitoring Study,
EA	Exposure Assessment,	EF	Emission Factor Development, and
TT	Toxicity Testing,	RA	Risk Assessment.

20. You can also enter a six character abbreviation for another type of research under the field labeled Other. If the abbreviation is not self-explanatory, please use the Comments field to explain.

21. Enter a "Y" (Yes) or "N" (No) to indicate the availability of supporting documentation for the research. If documentation is available, please identify the document using Form 6.

22. Use the Comment field to provide more details on your agency's pollutant research program in general or to clarify the information provided for a specific pollutant or type of research. If a comment refers to a specific pollutant, please reference the CAS # or pollutant name.

23. The information that you enter here will provide Clearinghouse users with an overview of your agency's pollutant research activities. If support documentation is available, please identify the document using Form 6. Form 8 can be used to supply more detailed information about your agency's ongoing research and regulatory development projects.

Part V Methods Development Activities

24. Enter "Y" or "N" and a narrative explanation if appropriate to indicate if your agency sponsors or participates in methods development or research in any of the eight areas listed.

25. The size of the field for a narrative explanation of a specific methods development activity is limited to five lines of 50 characters each. Make your explanation concise. If you wish to enter new information on a specific methods development activity and the Explanation field is full, overwrite information which is no longer current.

26. If a methods development activity is documented in a report or document, please identify the document using Form 6. Form 8 can be used to supply more detailed information about your agency's ongoing research in these areas.

27. Each data entry screen contains space to enter data on two of the eight methods development activities. After saving each screen by entering "OK," review what you have typed and press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

Part VI Non-Health Related Impacts

28. Part VI consists of space to enter descriptive information on case studies of non-health related impacts of toxic air pollutants (e.g., materials, vegetation damage). The size of the field is limited to 10 lines of 72 characters each. Make your description concise. If the field is full and you wish to enter new information, overwrite information which is no longer current.

29. If a case study of non-health related impacts is documented in a report or document, please identify the document using Form 6. Form 8 can be used to supply more detailed information about your agency's ongoing research in this area.

FORM 3 PERMITTING INFORMATION

Content

Use Form 3 to enter and update air toxics permitting information. When you select Form 3 from the FORMS MENU, you will go to the FORM 3 MENU. This menu directs you to the two parts of Form 3:

Part I General Information, and
Part II Permitted Facilities.

Part I consists of several Yes/No and fill-in-the-blank questions about your agency's permitting activities. Part II requests specific information on permitted facilities emitting toxic air pollutants including the permit ID number, Y/N for notable permit, facility category, the year the permit was issued and the last year amended, SIC Code, control equipment, comments, and for each pollutant permitted, the SCC, CAS #, emission limit or equivalent, and source of emissions subject to the limit. A copy of Form 3 is found in Appendix A.

Instructions

General

1. From the FORM 3 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the data for Part I, you can proceed directly from Part I to Part II without returning to the FORM 3 MENU. To do this, press "RETURN" when the "CO" prompt appears.

3. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Part I General Information

4. Use the "TAB" key to move from one field to the next and enter data in response to each question.

Part II Permitted Facilities

5. To enter or edit information on permitted facilities, you must first enter a unique permit ID number. The information is filed and retrieved in the data base using the permit ID number. Questions from Clearinghouse users will also be associated with the permit ID number; therefore, using your agency's filing number is recommended to facilitate response to questions.

6. When you enter a permit ID number, you will next see a data entry screen which displays your agency's name and the permit ID number, which are nonmodifiable, and fields to describe the permitted facility. Move from field to field using the "TAB" key.

7. One field on this screen is for the SIC Code. You must enter an SIC Code known to the data base if you use this field. The data base contains a comprehensive list of valid SIC codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists.

8. You must indicate whether or not the permit is of particular interest to other Clearinghouse users by entering a "Y" or a "N" in the notable field. You must also enter a 4-digit year before you can proceed.

9. Use the Comment field to provide more details or to clarify information provided on the permitted facility.

10. After entering "OK" to save the data describing a specific permitted facility, press "RETURN" when the "CO" prompt appears to enter pollutant-specific information for the permit. If there is no pollutant-specific information for this

permitted facility, you may enter "NE" instead of "CO" to enter data on the next permit or "PA" to return to the parent menu. The prompts will guide you along.

11. To enter or edit pollutant-specific information for a permitted facility, you are first asked to enter an SCC (Source Classification Code) and a CAS #. The SCC is optional; however, a CAS # must be entered to proceed. Enter the CAS # and, if available and applicable, the SCC in the spaces provided. Include each dash (-) between number sets. You can enter two SCC/CAS # combinations at one time (on the same screen). Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group. Consult the EPA AEROS Manual of Codes (EPA 450/2-76-005b) for a comprehensive list of SCCs.

12. The NATICH data base validates each SCC and CAS # you enter against a list known to the system. If the SCC or CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the SCC and/or CAS # for accuracy and re-enter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter information on a pollutant until the CAS # is added to the data base. Enter another SCC/CAS # combination or return to the FORM 3 MENU.

13. When you enter a valid SCC/CAS # combination or a valid CAS # (SCC field blank), you will next see a data entry screen. The screen displays your agency's name, the permit ID number, the SCC, the CAS #, and the pollutant name, which are nonmodifiable, and fields to enter the emission limit or equivalent and source of emissions subject to limit. Move from field to field using the "TAB" key.

14. The value field for Emissions Limit or Equivalent is a numeric field. Only numeric characters can be entered.

15. The field labeled Source of Emissions Subject to Limit refers to the general type of emission points which are subject to the specified emissions limit (e.g., total or all emissions, process emissions, handling emissions, storage emissions, fugitive emissions, combustion emissions, and/or other emissions). The source may relate to the SCC.

16. After entering "OK" to save the data for a specific SCC/CAS # combination, you may continue to add data on additional SCC/CAS # combinations for the same permit without returning to the FORM 3 MENU by pressing the "RETURN" key when the "CO" prompt appears. The "NE" prompt will allow you to enter data on the next permit. The "PA" prompt will return you to the parent menu.

17. Please do not enter the same SCC/CAS # combination more than once under any one permit ID number.

Restrictions

1. You must enter a permit ID number, either a "Y" or "N" for Notable and a 4-digit year for the year the permit was issued to enter information on permitted facilities.

2. You can enter pollutant-specific information using the CAS # only. You cannot enter pollutant-specific information using the pollutant name, except in the Comments field. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS #s.

3. You can only enter CAS #s, SIC Codes, and SCCs known to the data base. If you attempt to enter a CAS #, SIC Code, or SCC which is not known to NATICH, you will be informed by a message on the screen.

4. The data base can accommodate only one emission limit per pollutant (CAS #) for any one SCC under a given permit ID number. After information on a specific permit ID No./SCC/CAS # combination is entered in the data base, any subsequent entry for the same permit ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission limit for any one CAS # under the same permit ID number and SCC, you can enter the data if you modify your permit ID number (e.g., by appending a letter sequence such as A, B, C...) to make each permit ID No./SCC/CAS # record unique.

FORM 4 AMBIENT MONITORING INFORMATION

Content

Use Form 4 to enter and update information on ambient monitoring of toxic air pollutants in your jurisdiction. Data entry fields include CAS #, year measured, location of measurement (city, county), the sampling technique, and analytical method. When you select Form 4 from the FORMS MENU, you go directly to the first data entry screen for these data. There is no menu for Form 4. A copy of the Form 4 data collection form is included in Appendix A.

Instructions

1. To enter or edit ambient monitoring information, you must first enter the CAS # of the pollutant monitored. Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group.

2. The NATICH data base validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter information on a pollutant until the CAS # is added to the data base. Enter another CAS # or return to the parent menu.

3. When you enter a valid CAS #, you will next see a data entry screen. The screen displays your agency's name, the CAS #, and the pollutant name, which are nonmodifiable, and the data entry fields. Move from field to field using the "TAB" key.

4. The fields for Sampling Technique and Analytical Method are limited in size. Make your description concise.

5. The "CO" prompt will allow you to add another monitoring record for the same pollutant. The "NE" prompt will take you to the pollutant identification screen so that you can enter monitoring data for another pollutant.

Restrictions

1. You can enter monitoring information using the CAS # only. You cannot enter information using the pollutant name. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS #s.

2. You can only enter CAS #s known to the data base. If you attempt to enter a CAS # which is not known to NATICH, you will receive a message to contact the Clearinghouse staff to add a valid CAS #.

FORM 5 SOURCE TESTING INFORMATION

Content

Use Form 5 to enter and update air toxics source testing information. When you select Form 5 from the FORMS MENU, you will go to the FORM 5 MENU. This menu directs you to the two parts of Form 5:

Part I General Information, and
Part II Tested Facilities.

Part I consists of several Yes/No and fill-in-the-blank questions about your agency's source testing activities. Part II requests specific information on tested facilities emitting toxic air pollutants, including the test ID number, Y/N for notable source test, facility category, test date, SIC Code, sampling technique, analytical method, comments, and for each pollutant tested, the SCC, CAS #, measured emission rate, and location of measurement. A copy of the Form 5 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 5 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the data for Part I, you can proceed directly from Part I to Part II without returning to the FORM 5 MENU if you press the "RETURN" key when the "CO" prompt appears.

3. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Part I General Information

4. Enter data in response to the questions and use the "TAB" key to move to the Selection box and proceed.

Part II Tested Facilities

5. To enter or edit information on tested facilities, you must first enter a test ID number. The information is filed and retrieved in the data base using the test ID number. Questions from Clearinghouse users will also be associated with the test ID number; therefore, using your agency's filing number is recommended to facilitate response to questions.

6. When you enter a test ID number, you will next see a data entry screen which displays your agency's name and the test ID number, which are nonmodifiable, and fields to describe the tested facility. Move from field to field using the "TAB" key.

7. One field on this screen is for the SIC Code. You must enter an SIC Code known to the data base if you use this field. The data base contains a comprehensive list of valid SIC codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists.

8. You must indicate whether the source test is of particular interest to other Clearinghouse users by entering a "Y" or "N" in the Notable field.

9. Use the Comment field to provide more details or to clarify information provided on the tested facility.

10. After entering "OK" to save the data describing a specific tested facility, press the "RETURN" key when the "CO" prompt appears to enter pollutant-specific information for the source test. If there is no pollu-

tant-specific information for this source test, you may enter "NE" to enter data on the next source test or "PA" to return to the parent menu. The prompts will guide you along.

11. To enter or edit pollutant-specific information for a tested facility, you are first asked to enter an SCC and a CAS #. The SCC is optional; however, a CAS # must be entered to proceed. Enter the CAS # and, if available and applicable, the SCC in the spaces provided. Include each dash (-) between number sets. You can enter two SCC/CAS # combinations at one time (on the same screen). Consult the NATICH Data Base Report on State, Local and EPA Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group. Consult the EPA AEROS Manual of Codes (EPA 450/2-76-005b) for a comprehensive list of SCCs.

12. The NATICH data base validates each SCC and CAS # you enter against a list known to the system. If the SCC or CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the SCC and/or CAS # for accuracy and re-enter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter information on a pollutant until the CAS # is added to the data base. Enter another SCC/CAS # combination or return to the FORM 5 MENU.

13. When you enter a valid SCC/CAS # combination or a valid CAS # (SCC field blank), you will next see a data entry screen. The screen displays your agency's name, the test ID number, the SCC, the CAS #, and the pollutant name, which are nonmodifiable, and fields to enter the measured emission rate and location of measurement. Move from field to field using the "TAB" key.

14. The value field for Measured Emission Rate is a numeric field. Only numeric characters can be entered.

15. The field labeled Location of Measurement refers to the general type of emission point(s) at which the specified measured emission rate was found (e.g., total for plant, process equipment, handling operations, storage containers, fugitive, combustion equipment, and/or other equipment). The location of measurement may relate to the SCC.

16. After entering "OK" to save the data for a specific SCC/CAS # combination, you may continue to add data on additional SCC/CAS # combinations for the same source test without returning to the FORM 5 MENU by pressing the "RETURN" key when the "CO" prompt appears. The "NE" prompt will allow you to enter data on the next source test. The "PA" prompt will return you to the parent menu.

17. Please do not enter the same SCC/CAS # combination more than once under any one test ID number.

Restrictions

1. You must enter a unique test ID number and either a "Y" or "N" for Notable to enter information on tested facilities.

2. You can enter pollutant-specific information using the CAS # only. You cannot enter pollutant-specific information using the pollutant name, except in the Comments field. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS #s.

3. You can only enter CAS #s, SIC Codes, and SCCs known to the data base. If you attempt to enter a CAS #, SIC Code, or SCC which is not known to NATICH, you will be informed by a message on the screen.

4. The data base can accommodate only one emission rate per pollutant (CAS #) for any one SCC under a given test ID number. After information on a specific test ID No./SCC/CAS # combination is entered in the data base, any subsequent entry for the same test ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission rate for any one CAS # under the same test ID number and SCC, you can enter the data if you modify your test ID number (e.g., by appending a letter sequence such as A, B, C...) to make each test ID No./SCC/CAS # record unique.

FORM 6 AGENCY DOCUMENTS

Content

Use Form 6 to enter and update information on documents available from your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. The form first requests a document number. Next, you encounter the FORM 6 MENU which directs you to six data entry screens: (1) the citation (title, author(s), date of completion, and number of pages), (2) document types, (3) sponsor acronyms, (4) abstract, (5) key words - SIC Codes, and (6) key words - CAS #s. A copy of the Form 6 data collection form is included in Appendix A.

Instructions

General

1. When you select Form 6, you will be presented with a data entry screen which requests a document number. You must enter a document number to proceed. See specific instructions below (Step 5) to correctly enter a document number.

2. After you enter a document number, you arrive at the FORM 6 MENU. The menu directs you to six data entry screens. When entering a new document, you should proceed through the screens sequentially. After entering and saving data on one screen, you can proceed directly to the next data entry screen in the sequence without returning to the FORM 6 MENU. To do this, press "RETURN" when the "CO" prompt appears. If you are updating a record for an existing document, you can go directly to the screen that corresponds to the data you wish to add or edit. You can then proceed to the next document by entering "NE" or return to the parent menu by entering "PA".

3. Each screen displays your agency's name and the document number, which are nonmodifiable, and fields to describe the document. Move from field to field using the "TAB" key.

4. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Document Selection

5. The document selection screen appears immediately after you select Form 6 from the FORMS MENU. You must enter a document number to proceed. The document number you provide can consist of any combination of up to 16 alphanumeric characters, prefixed with your agency ID. The document selection screen displays your agency ID and an example document number. Please be sure that the number you provide is unique for each document you register with the Clearinghouse. Enter a document number to proceed to the FORM 6 MENU and select from the six data entry screens.

Citation

6. Enter the title, author(s), date of completion, and number of pages in the appropriate fields. The title field is limited to three lines of 67 characters each. Please abbreviate if the title exceeds this length. The author(s) field is likewise limited. Use initials and list only primary authors, if necessary.

Document Types

7. The screen displays a list of document types and their acronyms. Some document types, such as national emission standard for hazardous air pollutants (NESHAP), apply only to EPA or other Federal agencies. Enter an "A" (to add) in the blank to the left of each document type which applies to the document. If none of the document types listed are applicable, enter an "A" in the blank to the left of "Other".

8. If document types have already been entered for a document, the screen will display an "X" in the blank to the left of each selected document type. To delete a document type, enter a "D" (to delete) over the "X". To add a document type, enter "A" (to add) in the blank to the left of the document type you wish to add.

Sponsor Acronyms

9. The screen displays available sponsoring agencies and their acronyms, including State or local agency (STATE/LOC). The data base will automatically record "STATE/LOC" as a sponsor for your document. Enter an "A" (to add) in the blank to the left of other acronyms as appropriate if the document was produced under a cooperative arrangement with another agency.

10. If sponsor acronyms have already been entered for a document, the screen will display an "X" in the blank to the left of each selected sponsor acronym. To delete a sponsor acronym, enter a "D" (to delete) over the "X". To add a sponsor acronym, enter "A" (to add) in the blank to the left of the sponsor acronym you wish to add.

Abstract

11. In the space provided enter an abstract which summarizes the content of the document. Be concise. Space is limited to two screens totaling 20 lines of 70 characters each.

Keywords - SIC Codes

12. Enter "A" to add an SIC code and then a 2-, 3-, or 4-digit SIC Code, one at a time, in the data entry fields provided. You can enter up to 10 SIC Codes on the same screen. When you enter a 4-digit SIC Code, the data base automatically keys the document to the corresponding 2- and 3-digit SIC Codes.

13. You must enter an SIC Code known to the data base. The data base contains a comprehensive list of valid SIC Codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists. Enter another SIC Code, proceed to the screen for CAS # keywords, or return to the FORM 6 MENU.

14. After SIC Codes have been entered for a document, you can update or delete one or more of the codes by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed codes. If you enter a "U" to update, type over the existing SIC Code with the updated SIC Code. If you wish to add an SIC Code to the list, go to the first empty set of blanks, enter an "A" (to add), and type in the new SIC Code. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Keywords - CAS #s

15. Enter "A" to add a CAS # and then a CAS #, one at a time, in the data entry fields provided. Include each dash (-) between number sets. You can enter up to 10 CAS #s at one time (on the same screen). Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group.

16. The NATICH data base validates each CAS # you enter against a list known to the system. If any CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the pro-

blem persists or to add a valid CAS # to the data base. You cannot enter a pollutant as a key word until the CAS # is added to the data base. Enter another CAS # or return to the FORM 6 MENU.

17. After CAS #s have been entered for a document, you can update or delete one or more of the CAS #s by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed CAS #s. If you enter a "U" to update, type over the existing CAS # with the updated CAS #. If you wish to add a CAS # to the list, go to the first empty set of blanks, enter an "A" (to add) and type in the new CAS #. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Restrictions

1. You must enter a unique document number to enter or edit information on agency documents.

2. You can enter pollutant keywords using the CAS # only. You cannot enter a pollutant keyword using the pollutant name. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS #s.

3. You can enter source keywords using the SIC Code only. You cannot enter a source keyword using the source name or category.

4. You can only enter CAS #s and SIC Codes known to the data base. If you attempt to enter a CAS # or SIC Code which is not known to NATICH, you will be informed by a message on the screen.

FORM 7 AIR TOXICS EMISSIONS INVENTORY INFORMATION

Content

Use Form 7 to enter and update descriptive information on your agency's emissions inventory of toxic air pollutants. When you select Form 7 from the FORMS MENU, you will go to the FORM 7 MENU. The menu directs you to the two parts of Form 2:

Part II Air Toxics Emissions Inventory Information, and
Part III Inventory Data.

Part II asks a series of 14 Yes/No and fill-in-the-blank questions about the status, methodology, scope, content, and size of your agency's air toxics emissions inventory and provides space for comments or clarification. Part III requests pollutant-specific inventory data, including CAS #, annual emissions, and area (e.g., State, county, city) or source type (e.g., mobile, area, point source). A copy of the Form 7 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 7 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the last screen of data for Part II, you can proceed directly to Part III without returning to the FORM 7 MENU. To do this, press the "RETURN" key when the "CO" prompt appears.

3. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Part II Air Toxics Emissions Inventory Information

4. Enter "Y" (Yes) or "N" (No) or fill in the blank in response to each of the 14 questions. Use the "TAB" key to move from one field to the next field.

5. Questions 1-5 appear on the first data entry screen. Questions 6-9 appear on the second screen. Question 10 appears on the third screen. Questions 11-14 appear on the fourth screen. Space to enter comments or clarifications appears on a fifth screen. After saving each screen by entering "OK", review what you have typed. Press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

6. Use the Comment field to provide more details or clarify responses to any of the 14 questions. If your comment refers to a specific question, please reference the question number.

Part III Inventory Data

7. To enter or edit pollutant-specific inventory data, you must first enter the CAS # of the pollutant. You can enter up to 5 CAS #s at one time (on the same screen). Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group.

8. The NATICH data base validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter information on a pollutant until the CAS # is added to the data base. Enter another CAS # or return to the FORM 7 MENU.

9. After you enter a valid CAS #, a data entry screen appears. The screen displays your agency's name, the CAS # and the pollutant name, which are non-modifiable, and the data entry fields. Move from field to field using the "TAB" key.

10. The field for Annual Emissions is a numeric field. Only numeric characters can be entered. Please enter the value in metric tons/year. There is no field for unit.

11. In the field labeled Area, please enter "State" if the inventory data are State-wide, or the county or city which best describes the area of the inventory. Alternately, you may enter the source type (e.g., mobile, area, point source) in this space.

12. After entering "OK" to save the data for up to five pollutants on the screen, you may continue to add data on additional pollutants without returning to the FORM 7 MENU by pressing the "RETURN" key when the "CO" prompt appears. Alternately, you can enter "PA" to return to the parent menu.

Restrictions

1. You can enter emissions data using the CAS # only. You cannot enter emissions data using the pollutant name. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS #s.

2. You can only enter CAS #s known to the data base. If you attempt to enter a CAS # which is not known to NATICH, you will receive a message to contact the Clearinghouse staff to add a valid CAS #.

3. The data base can accommodate only one annual emission record per pollutant for your agency. After information on a specific CAS # is entered in the data base, any subsequent entry for the same CAS # will replace the previous entry. The data base cannot store a history of annual emissions data for a single pollutant. It stores only the most recent entry.

FORM 8 ONGOING RESEARCH AND REGULATORY DEVELOPMENT PROJECTS

Content

Use Form 8 to enter and update information on ongoing research and regulatory development projects sponsored by your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. The form first requests a unique project number. Next, you are presented with the FORM 8 MENU which directs you to five entry screens: (1) the citation (title, agency contact, and telephone number, status of the project and comments); (2) project types; (3) sponsor acronyms; (4) key words - SIC Codes, and (5) key words - CAS #s. A copy of the Form 8 data collection form is included in Appendix A.

Instructions

General

1. When you select Form 8, you will be presented with a data entry screen which requests a project number. You must enter a project number to proceed. See specific instructions below (Step 6) to correctly enter a project number.

2. After you enter a project number, you arrive at the FORM 8 MENU. The menu directs you to five data entry screens. When entering a new project, you should proceed through the screens sequentially. After entering and saving data on one screen, you can proceed directly to the next data entry screen in the sequence without returning to the FORM 8 MENU. To do this, press "RETURN" when the "CO" prompt appears. If you are updating a record for an existing project, you can go directly to the screen that corresponds to the data you wish to add or edit. You can then proceed to the next project by entering "NE" or return to the parent menu by entering "PA".

3. Each screen displays your agency's name and the project number, which are non-modifiable, and fields to describe the project. Move from field to field using the "TAB" key.

4. When a research project is complete and supporting documentation is available, delete the research project from the data base and use Form 6 to enter information about the documents.

5. Note that the data base does not function as a word processor. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from a pre-existing entry by using the space bar (or zeros, if you are in a numeric field).

Project Selection

6. The project selection screen appears immediately after you select Form 8 from the FORMS MENU. You must enter a project number to proceed. The project number you provide can consist of any combination of up to 16 alphanumeric characters, prefixed with your agency ID. The project selection screen displays your agency ID and an example project number. Please be sure that the number you provide is unique for each project you register with the Clearinghouse. Enter a project number to proceed to the FORM 8 MENU and select from the five data entry screens.

Citation and Comments

7. In the appropriate fields enter the title, agency contact and telephone number, status of project [start date (MM/YY) and the expected date of completion (MM/YY)], and any comments you have which further describe the project. The title field is limited to 3 lines of 55 characters each. Please abbreviate if the title exceeds this length.

8. In the comments space provided enter a description which summarizes the nature and objectives of the project. Be concise. Space is limited to 7 lines of 70 characters each.

Project Types

9. The screen displays a list of project types and their acronyms. Some project types, such as NESHAP, apply only to EPA or other Federal agencies. Enter an "A" (to add) in the blank to the left of each project type which applies to the project. If none of the project types listed are applicable, enter an "A" in the blank to the left of "Other".

10. If project types have already been entered for a project, the screen will display an "X" in the blank to the left of each selected project type. To delete a project type, enter a "D" (to delete) over the "X". To add a project type, enter "A" (to add) in the blank to the left of the project type you wish to add.

Sponsor Acronyms

11. The screen displays nine sponsoring agencies and their acronyms, including State or local agency (STATE/LOC). The data base will automatically record "STATE/LOC" as a sponsor for your project. Enter an "A" (to add) in the blank to the left of other acronyms as appropriate if the project is sponsored under a cooperative arrangement with another agency.

12. If sponsor acronyms have already been entered for a project, the screen will display an "X" in the blank to the left of each selected sponsor acronym. To delete a sponsor acronym, enter a "D" (to delete) over the "X". To add a sponsor acronym, enter "A" (to add) in the blank to the left of the sponsor acronym you wish to add.

Keywords - SIC Codes

13. Enter "A" to add an SIC Code and then a 2-, 3-, or 4-digit SIC Code, one at a time, in the data entry fields provided. You can enter up to 10 SIC Codes on the same screen. When you enter a 4-digit SIC Code, the data base automatically keys the project to the corresponding 2- and 3-digit SIC Codes.

14. You must enter an SIC Code known to the data base. The data base contains a comprehensive list of valid SIC Codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists. Enter another SIC Code, proceed to the screen for CAS # keywords, or return to the FORM 8 MENU.

15. After SIC Codes have been entered for a project, you can update or delete one or more of the codes by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed codes. If you enter a "U" to update, type over the existing SIC Code with the updated SIC Code. If you wish to add an SIC Code to the list, go to the first empty set of blanks, enter an "A" (to add), and type in the new SIC Code. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Keywords - CAS #s

16. Enter "A" to add a CAS # and then a CAS #, one at a time, in the data entry fields provided. Include each dash (-) between number sets. You can enter up to 10 CAS #s at one time (on the same screen). Consult the NATICH Data Base Report on State, Local and EPA Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Appendix E lists Clearinghouse identifiers for chemical groups included in the data base which cannot be identified more precisely with a CAS #. These can be used in the place of CAS #s when you wish to enter data about a chemical group.

17. The NATICH data base validates each CAS # you enter against a list known to the system. If any CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the data base. You cannot enter a pollutant as a key word until the CAS # is added to the data base. Enter another CAS # or return to the FORM 8 MENU.

18. After CAS #s have been entered for a project, you can update or delete one or more of the CAS #s by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed CAS #s. If you enter a "U" to update, type over the existing CAS # with the updated CAS #. If you wish to add a CAS # to the list, go to the first empty set of blanks, enter an "A" (to add) and type in the new CAS #. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Restrictions

1. You must enter a unique project number to enter or edit information on agency projects.

2. You can enter pollutant keywords using the CAS # only. You cannot enter a pollutant keyword using the pollutant name. For groups of chemicals you can use the Clearinghouse identifiers listed in Appendix E in the place of CAS numbers.

3. You can enter source keywords using the SIC Code only. You cannot enter a source keyword using the source name or category.

4. You can only enter CAS #s and SIC Codes known to the data base. If you attempt to enter a CAS # or SIC Code which is not known to NATICH, you will be informed by a message on the screen.

APPENDIX A

DATA COLLECTION FORMS

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Form 1. Agency General Information

Please complete this form to register your agency and air toxics contacts with the Clearinghouse. If your agency has previously submitted information requested on this form, that information, as it appears in the data base, is attached. If this is the case, please review it for accuracy, make any changes on the attached printout, and do not complete a new form. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1988 are indicated in **boldface**.

I. Agency Information

Agency Name: _____ Telephone: ( ) _____

Address: _____

City, State, Zip: _____

II. Air Toxics Contacts

Please indicate the name and telephone number of a contact person in the areas of expertise noted below. These individuals may be contacted directly by Clearinghouse users with requests for information.

Subject Area	Contact Name	Telephone	No. of Work Years[1]
Regulatory Program:		( )	
Permitting:		( )	
Source Tests:		( )	
Ambient Monitoring:		( )	
Emissions Inventory:		( )	
Health Effects:		( )	
Indoor Air:		( )	

Subject Area	Contact Name	Telephone	No. of Work Years[1]
Compliance/ Enforcement:	_____	( ) _____	_____
Dispersion/ Exposure Modeling:	_____	( ) _____	_____
Risk Communication:	_____	( ) _____	_____

[1]Total number of work years assigned to air toxics subject area, including management levels (range from 0.1 to 99.9 acceptable). For example: 3 people x 1/2 time on permitting = 1.5 permitting work years.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 2. Regulatory Program Information

This form is designed to collect information on your existing or planned toxic air pollutant control program. Please note that there are substantial changes to this form this year. These changes are indicated in **boldface**. In particular, Section II (Air Toxics Program Information) has changed from a Yes/No answer format to a format allowing a more varied response. You can now enter:

C (Current Program) if a statement applies to a program or program element currently in place (see definition for Air Toxics Control Program below),

F (Future Program) if a statement applies to a program or program element planned for the near-term future (in place within 3 years), or

N (No) if a statement applies neither to a current nor to a planned future program or program element.

As a result of these revisions, submissions from previous years are no longer valid and will be deleted from the data base. If your agency has submitted information on an earlier version of this form, that information, as it appears in the data base, is provided only for reference to your previous submission. Do not make changes on the printout and return it to the Clearinghouse. Because this information will be deleted from the data base in the near future, you must complete a new form or enter revised data directly into the data base using the Clearinghouse data entry programs available to you. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form.

This form consists of six sections: (1) general information, (2) air toxics program information, (3) acceptable ambient concentration guidelines or standards, (4) pollutant research, (5) methods development activities, and (6) non-health related impacts. Please use the available space for comments to provide more descriptive details about your air toxics control program or to clarify answers to specific questions on the form. Return completed forms to:

Sandy Smith
Radian Corporation
Post Office Box 201088
Austin, Texas 78720-1088

The following glossary provides clarification of some of the terms used in the form.

Acceptable Ambient Concentration Guideline - informally designated, maximum ambient air concentration of a specific pollutant which serves as a guideline or policy for permitting or other air toxics control decisions. (NOTE: This definition includes other terminology such as Hazard Limiting Value or Further Evaluation Level.)

Acceptable Ambient Concentration Standard - formally-adopted, maximum allowable ambient air concentration of a specific pollutant.

Air Toxics Control Program - formal or informal program, policy, or procedures to control or evaluate the emissions of air toxics. A program is considered in place if, in addition to delegation of NESHAPs authority: (1) specific jurisdiction has been delineated; (2) resources have been allocated; and (3) a control program has been implemented. (NOTE: A program can be considered "in place" if it meets the above three conditions even if it continues to evolve.)

Averaging Time - period of time over which a range of values (e.g., ambient concentrations) may be averaged to determine compliance with a guideline or standard.

BACT - Best Available Control Technology.

CAS # - Chemical Abstracts Service Registry Number.

Control Technology Requirements - a guideline or policy to implement source requirements which cover pollution control equipment, processes, design, work practices, and/or operating and maintenance conditions.

Emission Factor Development - study in which the primary emphasis is the development of generic values that can be used to estimate emissions of specific pollutants or groups of pollutants at a source.

Epidemiological Study - study in which the primary emphasis is the incidence and distribution of disease in the human population.

Exposure Assessment - study in which the primary emphasis is the quantification of the extent of human exposure to a specific pollutant or group of pollutants (i.e., the number of persons exposed to a range of concentration levels and the duration of exposure).

Health Assessment - study in which the primary emphasis is the collection and review of health effects data for a specific pollutant or group of pollutants.

LAER - Lowest Achievable Emission Rate.

Monitoring Study - study in which the primary emphasis is the quantification of concentrations of specified pollutants in air.

Occupational Exposure Level - value set by groups such as the American Conference of Governmental Industrial Hygienists (ACGIH), the Occupational Safety and Health Administration (OSHA), or the National Institute for Occupational Safety and Health (NIOSH) representing the airborne concentration of a specific contaminant, to which nearly all workers may be exposed, day after day in the workplace, without adverse effect.

RACT - Reasonable Available Control Technology.

Risk Assessment - study in which the primary emphasis is the quantification of the probability of adverse health consequences of a specific hazardous, or potentially hazardous, situation.

Uncertainty Factor - number (often expressed as a fraction) used to adjust an occupational exposure level and duration to an ambient exposure level and duration to reflect protection of sensitive populations, uncertainty in health effects, etc.

Source Assessment - study in which the primary emphasis is the collection and review of emissions and control technology data for a specific source or source category.

Toxicity Testing - tests for mutagenicity, teratogenicity, carcinogenicity, acute or chronic toxicity, or other health effects in laboratory animals or *in vitro* test systems.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1068

Form 2. Regulatory Program Information

Please complete this form with respect to the control of air toxics by your agency. This form has been substantially revised this year. If you have already submitted this form to the Clearinghouse at some time in the past, a printout of that information is provided only for reference to your previous submission. Do not make changes on the printout and return it to the Clearinghouse. Because this information will be deleted from the data base in the near future, you must complete a new form or enter revised data directly into the data base using the Clearinghouse data entry programs available to you. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1988 are indicated in **boldface.**

A-7

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone: ( ) _____

II. Air Toxics Program Information

Please enter C (Current Program), F (Future Program), or N (No) for the following statements with respect to the control of air toxics by your agency. Enter C if a statement applies to a program or program element currently in place (see definition in instructions for air toxics control program "in place"). Enter F if a statement applies to a program or program element planned for the near-term future (in place within 3 years). Enter N if a statement applies neither to a current nor to a planned future program or program element. Please use the available space for comments to provide more descriptive details about your air toxics control program or to clarify answers to specific questions.

C/F/N

Program Status (See definitions in instructions for air toxics control program "in place".)

_____ 1. We have an air toxics control program in place (in addition to delegation of NESHAPs authority).

C/F/N

Program Structure

_____ 2. Our air toxics control program is based on promulgated regulations.

_____ 3. Our air toxics control program is based on guidelines rather than formally promulgated regulations.

Program Scope

_____ 4. The scope of our program includes a specified list of pollutants. If so, how many? _____
If this statement applies to your current program (C), please list or reference pollutants in the comments.

_____ 5. The scope of our program includes a specified list of sources or source categories.
If this statement applies to your current program (C), please list sources or source categories in the comments.

_____ 6. The scope of our program includes the permitting of new sources for air toxics.

_____ 7. The scope of our program includes evaluation of existing sources as well as new sources.

_____ 8. Our program includes facility size or other cutoffs for certain source types or pollutants.
If this statement applies to your current program (C), please indicate in the comments what the cutoffs are and what percent of sources are exempted.

Application

_____ 9. We use acceptable ambient concentration guidelines for air toxics in the permit review process.

_____ 10. We use formally adopted acceptable ambient concentration standards for air toxics in the permit review process.

_____ 11. Some or all of our acceptable ambient concentration guidelines or standards are based on the application of an uncertainty factor to an established Occupational Exposure Level. (If this statement applies to your current program (C), please indicate in comments the uncertainty factors that you use.)

_____ 12. Some or all of our acceptable ambient concentration guidelines or standards are based on the results of a health effects literature review by our agency.

_____ 13. We use technology-based control requirements, such as "state of the art" controls for identified sources of specified pollutants. If so, please note in the comments if you use BACT, RACT, LAER, or other.

_____ 14. We perform cancer risk assessments.

_____ 15. We perform risk assessments for health effects other than cancer.

_____ 16. We maintain an emissions inventory for air toxics.

_____ 17. We have taken enforcement actions to specifically control sources of air toxics emissions.

_____ 18. We have used the permit renewal process to require control of air toxics.

_____ 19. We have accident prevention planning requirements for sources of air toxics.

_____ 20. We have emergency response planning requirements for sources of air toxics.

Comments or Clarification (Please use this space to provide more descriptive details about your air toxics control program and/or to clarify answers to specific questions):

III. Acceptable Ambient Concentration Guidelines or Standards

If you have established acceptable ambient concentration guidelines or standards, please supply the following information to the extent that it applies to your air toxics control program.

	CAS #[1]	Pollutant Name[1]	Acceptable Ambient Concentration Guideline or Standard[2]		Averaging Time[3]	Basis[4] (✓)				If Guideline or Standard is Based on Occupational Exposure Levels			
			Value	Unit		a	b	c	d	Source (✓) ACGIH	OSHA	NIOSH	Uncertainty Factor Used
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													

Comments or Clarification: _____

[1] If more than 15 pollutants, please continue on duplicate page.
[2] See instructions for clarification of terms.
[3] 15-minute, 1-hour, 24-hour, annual, etc.
[4] (a) Occupational Exposure Level (e.g., TLV)/uncertainty factor, (b) agency-sponsored original research, (c) adoption of guideline or standard set by another agency or group, (d) other, please specify under comments.

IV. Pollutant Research

If your agency sponsors or participates in a pollutant assessment or research program (not including methods development--see Section V), please supply the following information to the extent that it applies to your air toxics control program. This information will provide Clearinghouse users with an overview of your agency's pollutant research activities. If support documentation is available, please identify the document on Form 6. Form 8 can be used to supply more detailed information about your agency's ongoing research and regulatory development projects.

	CAS #[1]	Pollutant Name[1]	Type of Research or Assessment Activities (✓)[2]								Other (specify)	Is Supporting Documentation Available? (Y/N)
			HA	SA	EA	TT	ES	MS	EF	RA		
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												

Comments or Clarification: _____

[1] If more than 15 pollutants, please continue on duplicate form.

[2] HA = health assessment, SA = source assessment, EA = exposure assessment, TT = toxicity testing, ES = epidemiological study, MS = monitoring study, EF = emission factor development, RA = risk assessment. For additional clarification of terms, see instructions.

V. Methods Development Activities

If your agency sponsors or participates in methods development or research in any of the following areas, please indicate below. This information will provide Clearinghouse users with an overview of your agency's methods development activities If support documentation is available, please identify the document on Form 6. Form 8 can be used to supply more detailed information about your agency's ongoing research in these areas.

	Y/N	Explain, if Yes
1. Emissions Testing		
2. Ambient Monitoring		
3. Dispersion Modeling Application, Evaluation and/or Development		
4. Accident Prevention and/or Emergency Response Procedures		
5. Ambient Exposure Assessment		

	Y/N	Explain, if Yes
6. Emissions Modeling from Non-Traditional Sources (e.g., impoundments and landfills)	_____	
7. Indoor Air Characterization, Mitigation	_____	
8. Other (please specify)	_____	

A-13

VI. Non-Health Related Impacts

Please submit in the space provided below or attach any information you may have on case studies of non-health related impacts of non-criteria air pollutants (e.g., materials, vegetation damage).

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 3. Permitting Information

This form is designed to collect information on permitted facilities in your jurisdiction which emit, or potentially emit, air toxics. If your agency has previously submitted information requested on this form, that information, as it appears in the data base, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout. For those agencies that have previously submitted a substantial amount of permitting data, only representative samples are enclosed.

Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1988 are indicated in **boldface.**

The form consists of two sections: (1) general information, and (2) permitted facilities. The information you provide will be used to establish and maintain a registry of permitted sources and pollutants emitted so that other Clearinghouse users can benefit from the information you have. It will be useful for purposes such as determining what air toxics might be emitted by a specific facility, identifying potentially applicable control equipment/requirements for a particular facility, or prioritizing facilities for permitting or other air toxics control decisions. Please note those permits that you believe may be unique or of particular interest to other agencies, and provide a description in the comment section.

The data base can accommodate only one emission limit per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given permit ID No. After information on a specific permit ID No./SCC/CAS # combination is entered in the data base, any subsequent entry for the same permit ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission limit for any one CAS # under the same permit ID No. and SCC, you can enter the data if you modify your permit ID No. (e.g., by appending a letter sequence such as A, B, C...) to make each permit ID No./SCC/CAS # record unique. NOTE: The Clearinghouse can only register permits for which you provide a permit ID No. **and an indication of whether or not it is Notable (see definition below).**

Please complete one form for every seven permits which you believe will be of interest to other State and local agencies. To register more than seven permits, continue on duplicate copies of page 2 of the form. We understand that the demands on your time are very high. We have attempted to limit the information requested to data that will be particularly useful to other Clearinghouse users and that will provide sufficient information to allow for adequate review of the data for applicability to similar sources in other jurisdictions. We are interested in receiving data on as many facilities in your

jurisdiction as you have the time and resources to provide to the Clearinghouse. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Ed Brown, Radian Corporation, (512) 454-4797. The Clearinghouse welcomes data submissions throughout the year as well as at the time of periodic requests for new information. Any time your agency issues a permit that you think may be of interest to other Clearinghouse users, please send it to us. Keep copies of this form on hand for future use. Do not submit any data which your agency considers to be confidential.

Please return completed forms to:

Sandy Smith
Radian Corporation
Post Office Box 201088
Austin, Texas 78720-1088

The following glossary provides clarification of some of the terms used in the form.

CAS # - Chemical Abstracts Service Registry Number.

Emission Limit or Equivalent - the maximum quantity of the pollutant that may be emitted to the atmosphere pursuant to permit requirements.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Notable Permit - a permit that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the "comments" what is notable about the permit (e.g., if it is based on a risk assessment, if it is a BACT/LAER determination, if it is from an unusual source type or includes unusual pollutants, if it received an unusual evaluation, etc.). **Please note that the Clearinghouse can only register permits for which you provide an indication of whether or not it is Notable.**

Permit Identification Number - any number, code, or other identifier that the agency uses in reference to the permit for a specific facility.

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Source of Emissions - general type of emission points which are subject to the specified emission limit (e.g., total or all emissions, process emissions, handling emissions, storage emissions, fugitive emissions, combustion emissions, and/or other emissions).

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Form 3. Permitting Information

Please complete this form for permitted facilities emitting air toxics which you believe will be of interest to other Clearinghouse users. Please do not include on this form information previously submitted to the Clearinghouse or information that is confidential. If necessary, update previously submitted information on the attached printout of information already in the data base. Changes to this form for 1988 are indicated in **boldface**. NOTE: The Clearinghouse can only register permits for which you provide a permit ID No. **and an indication of whether or not it is Notable.**[1]

I. General Information Agency Name: _____

What is the total number of facilities that your agency has permitted to specifically control air toxics emissions? _____
Are permits renewed? (Y/N): _____ How often? (Years): _____ **Are data maintained in computerized files? (Y/N)**[2] _____
This form was completed by _____ Telephone: ( ) _____ Date: _____

II. Permitted Facilities[3] (Please do not list the same CAS # more than once for each SCC under any one Permit ID No.)

1. Facility Category[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ 4-digit SIC Code[1]: _____
Control Equipment: _____ Notable Permit[1]? (Y/N): _____

SCC[1,4]	CAS #[1]	Air Toxics[4] Pollutant Name	Emission Limit or Equivalent Value	Emission Limit or Equivalent Unit	Source of Emissions Subject to Limit[1]

Comments: _____

2. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

3. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

4. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

5. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

6. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Unit	Location of Measurement[1]

Comments: _____

7. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Unit	Location of Measurement[1]

Comments: _____

[1] See instructions for clarification of terms.
[2] If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Ed Brown, Radian Corporation, (512) 454-4797.
[3] To register more than seven source tests, continue on duplicate copies of Page 2 of this form.
[4] If more than 8 pollutants per source test, cross out facility category which follows and continue with pollutant list.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 4. Ambient Monitoring Information

This form is designed to collect information on ambient monitoring of air toxics in your jurisdiction. If your agency has previously submitted information requested on this form, that information, as it appears in the data base, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout.

Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. There are no changes to this form for 1988.

The form consists of two sections: (1) general information, and (2) pollutants monitored. Data on the results of specific monitoring studies are not requested. The information you provide will be shared with other Clearinghouse users. It will be useful for purposes such as identifying the air toxics which have been monitored in the ambient air by States and localities and determining methodologies/techniques used to monitor for specific toxic air pollutants. Other Clearinghouse users may wish to contact you directly for additional information on measured concentrations of specific pollutants or a more detailed description of sample collection techniques or analytical methods used.

If your agency has submitted ambient concentration data to the Aerometric Information and Retrieval System (AIRS) interim air toxic data base for the organic compounds AIRS addresses, you do not need to repeat that information here. The Clearinghouse will check the AIRS interim data base and add to NATICH the information you submitted to AIRS. However, if you have monitoring information on pollutants in addition to those addressed in AIRS, please list that information on this form.

Please complete one form for every 12 pollutants. To register more than 12 pollutants, continue on a duplicate form. We will request that you complete this form periodically in the future in order to maintain a current file on air toxics ambient monitoring activities conducted by States and localities.

Please return the completed form to:

Sandy Smith
Radian Corporation
Post Office Box 201088
Austin, Texas 78720-1088

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P.O. Box 201088
Austin, Texas 78720-1088

Form 4. Ambient Monitoring Information

Please complete this form with respect to ambient monitoring of air toxics by your agency. If you have already submitted this form to the Clearinghouse at some time in the past, please update that information on the attached printout of information already in the data base. If your agency has submitted ambient concentration data to the AIRS interim air toxic data base for the organic compounds AIRS addresses, you do not need to repeat that information here. There are no changes to this form for 1988.

I. General Information Agency Name: _____

This form was completed by: _____ Telephone: ( ) _____ Date: _____

II. Pollutants Monitored

	Air Toxics Measured[1]		Year Measured	Location of Measurement (City/County)	Sampling Technique[2]	Analytical Method[3]
	CAS #	Pollutant Name				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

[1] If more than 12 pollutants, please continue on duplicate form.
[2] Technique used to collect ambient air sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).
[3] Methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography-electron capture detection (GC-ECD), etc.).

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 5. Source Testing Information

This form is designed to collect information on facilities in your jurisdiction for which you have conducted emissions testing for air toxics. If your agency has previously submitted information requested on this form, that information, as it appears in the data base, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout.

Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1988 are indicated in **boldface.**

The form consists of two sections: (1) general information, and (2) tested facilities. The information you provide will be used to establish a registry of sources which have been tested and sampling and analytical techniques in use so that other Clearinghouse users can benefit from the information you have. It will be useful for purposes such as determining what air toxics might be emitted by a specific facility, identifying potentially applicable sampling techniques and analytical methods, or prioritizing facilities for permitting or other air toxics control decisions. Please note those source tests that you believe may be unique or of particular interest to other agencies, and provide a description in the comments section.

The data base can accommodate only one emission rate per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given test ID No. After information on a specific test ID No./SCC/CAS # combination is entered in the data base, any subsequent entry for the same test ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission rate for any one CAS # under the same test ID No. and SCC, you can enter the data if you modify your test ID No. (e.g., by appending a letter sequence such as A, B, C...) to make each test ID No./SCC/CAS # record unique. NOTE: The Clearinghouse can only register source tests for which you provide a test ID No. **and an indication of whether or not it is Notable (see definition below).**

Please complete one form for every seven source tests which you believe will be of interest to other State and local agencies. To register more than seven source tests, continue on duplicate copies of page 2 of the form. We understand that the demands on your time are high. We have attempted to limit the information requested to data that will be particularly useful to other Clearinghouse users and that will provide sufficient information to allow for adequate review of the data for applicability to similar sources in other jurisdictions. We are interested in receiving data on as many facilities in your jurisdiction as you have the time and resources to provide to the Clearinghouse. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call

Ed Brown, Radian Corporation, (512) 454-4797. The Clearinghouse welcomes data submissions throughout the year as well as at the time of periodic requests for new information. Any time your agency conducts a source test that you think may be of interest to other Clearinghouse users, please send it to us. Keep copies of this form on hand for future use. Do not submit any data which your agency considers to be confidential.

Please return completed forms to:

Sandy Smith
Radian Corporation
Post Office Box 201088
Austin, Texas 78720-1088

The following glossary provides clarification of some of the terms used in the form.

Analytical Method - methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography electron capture detection (GC-ECD), etc.).

CAS # - Chemical Abstracts Service Registry Number.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Location of Measurement - general type of emission point(s) at which the specified measured emission rate was found (e.g., total for plant, process equipment, handling operations, storage containers, fugitive, combustion equipment, and/or other equipment).

Measured Emission Rate - rate of emissions (e.g., g/sec, lb/hr) for a particular pollutant at a specified location.

Notable Source Test - a source test that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the "comments" what is notable about the source test (e.g., if it is an unusual source type or includes unusual pollutants, if it is based on new or experimental sampling or analysis methods, etc.). **Please note that the Clearinghouse can only register source tests for which you provide an indication of whether or not it is Notable.**

Sampling Technique - technique used to collect source test sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Test Identification Number - any number, code, or other identifier that the agency uses in reference to a source test for a specific facility.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Form 5. Source Testing Information

Please complete this form for facilities (e.g., individual plants at a specific site) for which you have conducted emissions testing of air toxics. Please do not include on this form information previously submitted to the Clearinghouse or information that is confidential. If necessary, update previously submitted information on the attached printout of information already in the data base. Changes to this form for 1988 are indicated in **boldface**. NOTE: The Clearinghouse can only register source tests for which you provide a test ID No. **and an indication of whether or not it is Notable.**[1]

I. General Information Agency Name: _____

What is the total number of source tests that your agency has conducted for air toxics evaluation? _____

Are data maintained in computerized files? (Y/N)[2] _____

This form was completed by _____ Telephone: ( ) _____ Date: _____

II. Tested Facilities[3] (Please do not list the same CAS # more than once for each SCC under any one Test ID No.)

1. Facility Category[1]: _____ 4-digit SIC Code[1]: _____

Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____

Sampling Technique(s): _____

Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Air Toxics[4] Pollutant Name	Measured Emission Rate Value	Measured Emission Rate Unit	Location of Measurement[1]

Comments: _____

2. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Measured Emission Rate Unit	Location of Measurement

Comments: _____

3. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Measured Emission Rate Unit	Location of Measurement

Comments: _____

4. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Unit	Location of Measurement[1]

Comments: _____

5. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Test Date: _____ Test ID No.[1]: _____ Notable Source Test[1]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Measured Emission Rate Value	Unit	Location of Measurement[1]

Comments: _____

6. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

7. Facility Category[1]: _____ 4-digit SIC Code[1]: _____
Year Issued: _____ Last Year Amended: _____ Permit ID No.[1]: _____ Notable Permit[1]?(Y/N): _____
Control Equipment: _____

SCC[1,4]	Air Toxics[4] CAS #[1]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[1]

Comments: _____

[1] See instructions for clarification of terms.
[2] If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Ed Brown, Radian Corporation, (512) 454-4797.
[3] To register more than seven permits, continue on duplicate copies of page 2 of the form.
[4] If more than 8 pollutants per permit, cross out facility category which follows and continue with list.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Form 6. Agency Documents

Please list any documents available from your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. **Ongoing research and regulatory development projects can be listed on Form 8.** The purpose of this form is to compile bibliographic citations and ordering information for the types of documents listed below, so that Clearinghouse users can obtain copies. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1988 are indicated in **boldface.**

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone ( ) _____

II. Acronyms (Use any or all of the following acronyms to indicate document type and agency sponsor on page 2 of this form.)

Document Type

AM - ambient monitoring
CS - case study
CT - control technology document
DM - dispersion modeling
EA - exposure assessment
EF - emission factor development
ER - emergency response/ accident prevention
ES - epidemiological study
HA - health assessment
IA - indoor air
OT - other
PD - air toxics control program support document
RA - risk assessment
RR - regulations or rules (including citation)
SA - source assessment
SS - source sampling
TT - toxicity testing documentation

Agency Sponsor (Indicate sponsor(s) in addition to STATE/LOC if produced under cooperative arrangement with any or all of the following agencies.)

EPA - Environmental Protection Agency
IARC - International Agency for Research on Cancer
NAS - National Academy of Sciences
NCI - National Cancer Institute
NIEHS - National Institute of Environmental Health Sciences
NIOSH - National Institute for Occupational Safety and Health
NTP - National Toxicology Program
STATE/LOC - State or Local Agency
WHO - World Health Organization

III. Document Listing

In this section, please list the information requested for each document available. You may attach an abstract or enter it on this form. Duplicate this form as many times as necessary for additional documents. NOTE: The Clearinghouse can only register documents for which you provide a document No.[1]

Document No.[1] _____

Title: _____

_____

Author(s): _____

Date of Completion: _____ Number of Pages: _____

Document Type(s)[2]: _____

Agency Sponsor(s)[2]: STATE/LOC

Abstract (please do not exceed 180 words): _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Key words (include SIC codes for source categories addressed and CAS numbers for pollutants addressed in the document):

SIC codes: _____

_____

CAS numbers: _____

_____

---

[1]The document No. you provide can consist of any combination of up to 16 alphanumeric characters. The data base will automatically prefix the number you provide with a document prefix which identifies your agency. Please be sure that the number you provide is unique for each document you register with the Clearinghouse. Refer to the Report of Data Previously Submitted enclosed with this form for previously submitted document Nos.

[2]Please refer to list of acronyms on page 1.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Form 7. Air Toxics Emissions Inventory Information

This form is designed to collect descriptive information on your agency's emissions inventory of air toxics. The information you provide will be shared with other Clearinghouse users. It will be useful to other State and local agencies that are beginning to develop inventories as well as to agencies needing emissions information for certain source categories or pollutants. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Ed Brown, Radian Corporation, (512) 454-4797. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. There are no changes to this form for 1988.

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone: ( ) _____

II. Air Toxics Emissions Inventory Information

Please enter Y or N (Yes or No) or the appropriate multiple choice response for the following statements with respect to your agency's emissions inventory data on air toxics.

Y/N Inventory Status

___ 1. We have compiled an air toxics emissions inventory. (If "yes," go to question 3).

___ 2. If no inventory exists, are there plans to compile one? When?_____ (Stop here and return this form.)

Y/N Data Collection Methodology

___ 3. Is your inventory based on data supplied through the permit process?

___ 4. Is your inventory based on questionnaires sent to sources?

5. How often is your inventory information updated? (Check one)

___ All data updated regularly (frequency? _____)

___ Portions updated regularly (frequency? _____)

___ Updated irregularly

___ Existing inventory is the result of a one-time effort with no known plans to update. When was inventory completed? _____

Inventory Scope

6. Which pollutants does your inventory cover? (Check one)

___ A specific list of pollutants.

___ "Open-ended," covering any substance for which information is provided.

Y/N

___ 7. Does inventory information cover primarily only larger point sources? (Please list under comments, including SIC code, and provide the number of sources in each category, if available.)

___ 8. Does inventory information include numerous small sources that are typically handled as area sources in criteria pollutant inventories? (e.g., mobile sources, small degreasers, dry cleaners, etc. Please list under comments, including SIC code, if available.)

___ 9. Are there any particular sources or source categories that are the main focus of the emissions inventory. (If so, please list these sources under comments, including SIC code, if available.)

Inventory Information

10. What types of data are collected and stored? (Check all that apply)
    - ___ Source description
    - ___ Stack and exhaust flow data
    - ___ Throughput and activity levels
    - ___ Control device type and efficiencies
    - ___ Emission estimates
    - ___ Permit/compliance data
    - ___ Standard Industrial Classification (SIC) codes
    - ___ Chemical Abstracts Service Registry (CAS) numbers
    - ___ Ambient fenceline concentrations
    - ___ Source Classification Codes (SCC)

11. How are total emissions determined? (Check one)
    - ___ Emissions data supplied by industry
    - ___ Agency uses emission factors to calculate emissions
    - ___ Both of above

Y/N

___ 12. Is the inventory computerized (i.e., created and maintained using a computer)? If so, your inventory data may be transferable by computer rather than by completing these forms. Please call Ed Brown, Radian Corporation, at (512) 454-4797 for more information.

Inventory Size

_____ 13. How many sources are included in your agency's inventory? (Fill in blank)

_____ 14. How many pollutants are included in your agency's inventory? (Fill in blank)

Comments or clarification: _____

III. Inventory Data

Please list the CAS number and pollutant name for air toxics, the estimated annual emissions, and the applicable geographic area from your agency's inventory data. Please make copies of this form if necessary.

	Air Toxics		Annual Emissions	Area (State
	CAS #	Pollutant Name	(Metric Tons/Yr)	County, City, etc.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Form 8. Ongoing Research and Regulatory Development Projects

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 201088
Austin, Texas 78720-1088

Please list any ongoing research and regulatory development projects sponsored by your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. Please call the Clearinghouse staff [(919) 541-0850, FTS 629-0850] if you have any questions and for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. This is a new form for 1988.

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone ( ) _____

II. Acronyms (Use any or all of the following acronyms to indicate project type and agency sponsor on page 2 of this form.)

Project Type

AM - ambient monitoring
CS - case study
CT - control technology document
DM - dispersion modeling
EA - exposure assessment
EF - emission factor development
ER - emergency response/ accident prevention
ES - epidemiological study
HA - health assessment
IA - indoor air
OT - other
PD - air toxics control program support document
RA - risk assessment
RR - regulations or rules
SA - source assessment
SS - source sampling
TT - toxicity testing documentation

Agency Sponsor (Indicate sponsor(s) in addition to STATE/LOC if research is conducted under cooperative arrangement with any or all of the following agencies.)

EPA - Environmental Protection Agency
IARC - International Agency for Research on Cancer
NAS - National Academy of Sciences
NCI - National Cancer Institute
NIEHS - National Institute of Environmental Health Sciences
NIOSH - National Institute for Occupational Safety and Health
NTP - National Toxicology Program
STATE/LOC - State or Local Agency
WHO - World Health Organization

III. Project Listing

In this section, please list the information requested for each ongoing research or regulatory development project. You may attach a project description or enter it on this form under "Comments". Duplicate this form as many times as necessary for additional projects. NOTE: The Clearinghouse can only register projects for which you provide a project No.[1]

Project No.[1] _____

Title: _____

_____

Agency Contact: _____ Telephone: ( ) _____

Status of Project: _____ Start Date (MM/YY)

_____ Expected Date of Completion (MM/YY)

Project Type(s)[2]: _____

Agency Sponsor(s)[2]: STATE/LOC _____

Comments: _____

_____

_____

_____

_____

_____

Key words (include SIC codes for source categories addressed and CAS numbers for pollutants addressed in the research):

SIC codes: _____

_____

CAS numbers: _____

_____

---

[1]The project No. you provide can consist of any combination of up to 16 alphanumeric characters. The data base will automatically prefix the number you provide with a project prefix which identifies your agency. Please be sure that the number you provide is unique for each project you register with the Clearinghouse. Refer to the Report of Data Previously Submitted enclosed with this form for previously submitted project Nos.

[2]Please refer to list of acronyms on page 1.

APPENDIX B

LOGON AND LOGOFF PROCEDURES

LOGON PROCEDURES

Initial Logon

To log onto the NATICH data base, use the following procedure for your initial logon. Subsequent logons will involve a more streamlined procedure which will automatically enter certain logon parameters for you.

- First, dial your TYMNET number. (To obtain your TYMNET number, call EPA Telecommunications at (800) 334-0741.)

After you see the message "Connect", you will see the prompt "Please type your terminal identifier". When this prompt appears:

- Type the letter "A" to identify the terminal type ("A" stands for VT100 emulation). You do not need to strike the RETURN key after entering "A".

Next you will see the prompt "Please log in".

- Type "EPA1" and strike the RETURN key.

You will now see the message "Welcome to the U.S. Environmental Protection Agency National Computer Center". When the port selector menu appears:

- Enter "TCP" and strike the RETURN key.

Next you will see the prompt "Connected".

- Rapidly strike the "}" key (shift "]") at least four or five times; you do not need to strike the RETURN key. (You must begin typing "}"s within about 10 seconds after seeing the prompt or the computer will halt

the logon procedure. The " } " key will work for IBM and many other terminals. For some terminals you may need to substitute the letter "M" for the " }"; for VT52 terminals, you may use "5".)

At this point a "Telecommunications Network" banner will appear with the prompt "Enter Command or M for Menu."

- Enter "PCICS" and strike the RETURN key.

The next screen will ask you for your User ID, account name, FIMAS ID, group, password, and initial transaction.

- Move from one prompt line to the next by striking the TAB key. Enter your User ID, account name, FIMAS ID, group, and password. (The FIMAS ID is "SAROP"; the group is the same as your account name.)
- Type "NSSP STACK = (LOGON ATCLO)" at the "INITIAL TRANSACTION" prompt.
- Then, TAB down and type an "X" in front of the "NO NEWS" prompt and strike the RETURN key.
- Strike the RETURN key when the next screen appears to "INVOKE THE INITIAL TRANSACTION."

The first menu for the NATICH data base will then appear. From that menu you may proceed to the interactive report programs.

Subsequent Logons

After you initially logon, subsequent logons will be more streamlined. Follow the initial logon instructions until you come to the screen which asks for your User ID.

- Enter your User ID and strike the RETURN key.
- Enter your password and strike the RETURN key.
- Strike the RETURN key again when the next screen appears to "INVOKE THE INITIAL TRANSACTION."

The first menu for the NATICH data base will then appear.

LOGOFF PROCEDURES

To exit from the NATICH data base:

- From the submenus, enter an "E" to exit and strike the RETURN key;
- Choose selection "QU" on the main reports menu and strike the RETURN key.

Now you will see the cursor in the upper left corner of your screen.

- Type "CSSF LOGOFF" and strike the RETURN key.

You are now logged off the computer, but are still on the telephone line. To disconnect the telephone line, follow the instructions that apply to your modem. Be sure to use this logoff procedure rather than just walking away from the computer; if you fail to logoff, your account will continue to be charged for access time.

IF YOU HAVE A PROBLEM

At times you may encounter difficulties logging onto the computer. Call the following numbers for assistance.

1. EPA Users' Support (919) 541-7862 (800) 334-2405
   (If the computer will not accept your password or user ID).
2. EPA Telecommunications (919) 541-4506 (800) 334-0741
   (If you are unable to connect with the EPA computer or there is excess noise on the line).
3. EPA Clearinghouse Staff (919) 541-0850 FTS 629-0850
   John Vandenberg, Beth Hassett, or Nancy Riley
   (If you see on-screen messages such as "Security Violation Detected" or any problem not specified above).

APPENDIX C

KEYBOARD USAGE

The cursor is a small blinking square or underline character (_) that appears at the spot where you begin typing in your response to a menu selection or data entry field. It appears at different locations on different screens, depending on the format of a particular screen. When you communicate interactively with the NATICH data base, the movement of the cursor is limited to specified entry fields. The prompts on the screen guide you with menu selections and labeled fields. You will only need to use a limited number of function keys.

The chart below describes certain keyboard functions important to the NATICH data base. The exact key you need to press to perform these functions depends on the keyboard and emulator you are using. Commonly used keys are listed. A dash (-) between two keys indicates that you must press and hold the first key while you press the second key.

Function	Commonly Used Keys*
Moves cursor forward from one field to the next field.	TAB <—— ——> CTRI-I
Moves cursor backward from one field to the previous field.	SHIFT-TAB SHIFT - <—— ——> CTRL-G
Submits input on menus and responses to prompts.	RETURN <——┘ ENTER TRANSMIT
Unlocks keyboard and frees cursor to continue when there is a communications problem. Use this key when your keyboard "beeps" at every key stroke.	CTRL-R
Moves cursor to the right without deleting characters (nondestructive space forward).	—> (or terminal equivalent)

Function	Commonly Used Keys*
Moves cursor to the left without deleting characters (nondestructive space backspace).	← (or terminal equivalent)
Moves cursor one line up (in a narrative text only).	↑ (or terminal equivalent)
Moves cursor one line down (in a narrative text only).	↓ (or terminal equivalent)
Moves cursor to the right, deleting character at the position of the cursor.	Space Bar
Moves cursor to the left, deleting character at the position of the cursor.	BACKSPACE ← RUBOUT CTRL-H

*These keys are programmed to work as indicated for some computer keyboards and emulator packages. Consult your hardware and software users manuals to determine which keys will work for you.

APPENDIX D

IF YOU HAVE A PROBLEM

This appendix describes several common problems which you may encounter. If, after trying the solutions suggested here, a problem persists, contact:

1. EPA User's Support (919) 541-7862 or (800) 334-2405
   (If the computer will not accept your password or User ID.)

2. EPA Telecommunications (919) 541-4506 or (800) 334-0741
   (If you are unable to connect with the EPA computer or there is excess noise on the line.)

3. EPA Clearinghouse Staff (919) 541-0850 FTS 629-0850
   John Vandenberg, Beth Hassett, or Nancy Riley
   (If you see on-screen message such as "Security Violation Detected" or any problem not specified above.)

LOGGING ON

At times you may encounter difficulties logging onto the computer. Your computer and software package will have a procedure to move you back to a point at which you can redial. For example, with the Hayes Smart Modem or a Hayes-compatible smart modem, you can follow these steps:

- Enter "+++".

When you see "OK" appear on the screen,

- Enter "ATHO" and "RETURN".

Now you can redial your TYMNET number.

SCREEN LOCKED

If you can't move your cursor, the screen has become locked. This might occur as a result of poor communications or because the computer cannot interpret what you have keyed in. To free the cursor:

- Enter "CTRL-R" (i.e., hold the "CTRL" key down and type "R").

When the screen is cleared, you can continue.

CURSOR OUTSIDE DEFINED FIELD

If the cursor moves outside of a defined selection field and becomes "locked":

- First press "CTRL-R" (i.e., hold the "CTRL" key down and type "R") to free the cursor; and
- Use the "TAB" or "REVERSE TAB" key to move the cursor back into an input field.

Now you can continue.

"GARBAGE" ON SCREEN

If random characters suddenly appear on your screen, it is probably caused by poor communications. To remove the "garbage" from the screen:

- Enter "CTRL-R" (i.e., hold the "CTRL" key down and type "R") to free the cursor.

You will now be able to proceed. However, if you are on a screen with a selection or other input field and there is "garbage" in an input field:

- Use the "TAB" key to move to the Selection prompt.
- Exit from the screen by following instructions of the prompt (you will need to enter "O" to return to the Report Selection menu, "E" to exit to a Report menu, "PA" to return to the Parent menu, or some other charac-

ter(s) depending where you are in the data base. The prompts will guide you. After you exit from the screen you can proceed back to the same screen if you wish to continue.

If the problem persists, you may want to exit from the data base, logoff, and log back on. Your new connection may be improved.

BUMPED OUT OF THE DATABASE

If you are viewing data in the NATICH data base and suddenly see the HOME menu or the REPORT SELECTION menu, you have been bumped out of the data base. This might occur if you allow more than 10 minutes to elapse without transmitting a command. This phenomenon is referred to as "time-out" and occurs because there is a 10-minute limit to periods of inactivity imposed by the library in which the NATICH data base is housed.

If this occurs, you can simply proceed back to the screen from which you were bumped if you wish to continue. You can prevent a time-out if you do not allow a screen to "sit" for more than 10 minutes. If you need to study the data on the screen or would like a record of the data, you may be able to print the screen to a file which you can consult later with no time-out limitation, or to print a hard copy of the screen using a printer. If your computer and terminal emulator software package support this, they will have procedures to accomplish these functions. Consult your hardware and software manuals.

DISCONNECTED FROM THE EPA COMPUTER

If you are disconnected from the EPA computer, you will see a message saying "DISCONNECTED". You can reestablish your connection and return directly to the screen on the terminal when the disconnection occurred. You do not have to redial TYMNET and repeat the logon. The steps to proceed to reestablish the connection will vary depending on your computer and emulator package. Consult your hardware and software users manuals.

APPENDIX E. CLEARINGHOUSE IDENTIFIERS FOR CHEMICAL GROUPS

CL-CAS	POLLUTANT NAME
CL-ABRAS	ABRASIVES
CL-ACID	ACIDIC COMPOUNDS
CL-ADIP	ADIPATES
CL-ALDEHYD	ALDEHYDES
CL-AMINE	AMINES
CL-BROM	BROMINE COMPOUNDS
CL-BTX	BENZENE,TOLUENE,XYLENE
CL-CARBON	TOTAL CARBON
CL-CARCIN	CARCINOGENS
CL-CFC	CHLOROFLUOROCARBONS
CL-CHC	CHLORINATED HYDROCARBONS
CL-CHLOR	CHLORINE COMPOUNDS
CL-CHROME	CHROMIUM COMPOUNDS
CL-COE	COKE OVEN EMISSIONS
CL-CREOSOL	CREOSOLS
CL-CUTFLU	CUTTING FLUIDS
CL-DGAEA	DIETHYLENE GLYCOL ALKYL ETHERS/ACETATES
CL-DIESEL	DIESEL FUEL EMISSIONS
CL-DIISOCY	DIISOCYANATES
CL-DIOXIN	DIOXINS
CL-ETS	ENVIRONMENTAL TOBACCO SMOKE
CL-EXPLO	EXPLOSIVES
CL-FUELOIL	WASTE DERIVED FUEL OIL EMISSIONS
CL-FURAN	FURANS
CL-HALOME	HALOMETHANES
CL-HAZMAST	HAZARDOUS WASTES
CL-HCARB	HYDROCARBONS
CL-IAP	INDOOR AIR POLLUTANTS
CL-INORGAN	INORGANIC COMPOUNDS
CL-METAL	METALLIC COMPOUNDS
CL-MINDUST	MINERAL DUSTS
CL-MINFIB	MINERAL FIBERS
CL-MS	MINERAL SPIRITS
CL-NITRATE	NITRATES
CL-NITRITE	NITRITES
CL-NITROSO	NITROSO COMPOUNDS
CL-NMHC	NON-METHANE HYDROCARBONS
CL-ODOR	ODORS
CL-OH	HYDROXIDE
CL-ORGANIC	ORGANIC COMPOUNDS
CL-PAH	POLYCYCLIC AROMATIC COMPOUNDS
CL-PCO	PHOTO CHEMICAL OXIDANTS
CL-PEST	PESTICIDES
CL-PHENOL	PHENOLS
CL-PHOSPHA	PHOSPHATES
CL-PHTH	PHTHALATES
CL-PLAS	PLASTICIZERS
CL-PM	PARTICULATE MATTER
CL-POM	POLYCYCLIC ORGANIC MATTER
CL-RAD	RADIATION
CL-RESIN	RESINS
CL-SALTS	SALTS
CL-SEWSLUD	SEWAGE SLUDGE

CL-CAS	POLLUTANT NAME
CL-SOLVENT	SOLVENTS
CL-SULFATE	SULFATES
CL-SULFIDE	SULFIDES
CL-SULFITE	SULFITES
CL-SVOC	SEMIVOLATILE ORGANIC COMPOUNDS
CL-TIN	ORGANIC TIN COMPOUNDS
CL-TRS	TOTAL REDUCED SULFUR
CL-VARIOUS	VARIOUS POLLUTANTS
CL-VEG	VEGETABLE OIL MIST
CL-VOC	VOLATILE ORGANIC COMPOUNDS
CL-WELD	WELDING FUMES
CL-WOOD	WOOD SMOKE